FEDERAL CITY PERFORMING ARTS ASSOCIATION
BOARD OF DIRECTORS MEETING
July 21, 1993
Levine School

MINUTES

Directors: Present: Boykin, Brayton, Eberhardt (elected when the Board met in executive session) Dorr, Fiorito, Gerard, Payich, Smith, Streit, Wheeler, Wolfe, Ziskind
Absent: Madigan (no proxy assigned)

Staff: Buhrman, McClelland

The meeting began at 7:30 P.M.

REVIEW OF JUNE 26, 1993 MINUTES

The minutes were corrected to reflect that Wheeler was present at the June 26, 1993, meeting and that it was Winter who did not attend rather than Madigan. Under **New Business**, the number of meetings that can be missed without communicating the reason why was corrected to read one rather than two.

Page one, paragraph four was corrected to reflect the total cost of Holloway's two seminars as $701.01. In that same paragraph, FCPAA's initials were corrected.

On page 2, the date of the executive committee meeting was corrected to read 7/14/93.

Buhrman asked whether a Chorus member can take leave during the performance season yet still perform with one of the small ensemble groups. According to Brayton, the rule is that you may be on leave for one concert period and still perform with a small ensemble group of which you are a member, provided that you meet the ensemble groups requirements. Buhrman requested that this rule be clarified in the by laws.

Motion to approve the minutes as amended: Brayton. Second: Fiorito. The motion unanimously passed.

Winter's resignation letter is on file.

FINANCIAL REPORT (Attached)

McClelland presented the financial report. The following points were touched upon:

The figures for 1993-1994 are actual to actual. Page two contains an explanation of the various items. The special event in 1992 was GALA IV.

Of note on page three, which contains the departmental breakdown, the Pride concert just broke even.

It was announced that during the 1994 season there will be a different control on tickets.

McClelland cautioned that the balance sheet presented on page four is subject to audit.

On page four, the loan was repaid and interest went into restricted income. The restricted fund difference was repaid and the funds invested in a money market account and stock.

Note E is a new category. FCPAA manages its investments on a daily basis. FASB12 requires recording investments on the financial statement, in the case of stock, when the stock is sold. FCPAA made $600 on the sale of Intel stock in June. There is also reflected dividend income of $20.05 and a cash fund of $9.95. FCPAA invested $60,000, paid commissions of $835, and sale commissions of $150. In July, FCPAA sold stock for a $700 profit. On July 31, FCPAA stock investments had a market value of $61,311. This makes for a speculative, projected investment return over the year of 13 percent.

Note F on page four explains that the security deposit listed on page four, the balance sheet for FCPAA as of June 1993, is for office space leased at the Levine School of Music. The prepaid expenses include $900 for music arrangements for PF.

Page five is the cash flow statement and shows where the money came from during the year.

Page six is a six-year comparison of how the Chorus is doing.

Returning to page four, this is the first balance sheet to separate the fund balances into restricted and unrestricted funds. The fiscal 1993 operating fund balance improved tremendously over the fiscal 1992 deficit balance. The unrestricted fund balance on page four is all interest earned on investment since the date of investment. Some is in the form of cash. $1,800 is sitting in the restricted fund, but is not restricted.

For fiscal year 1994, McClelland reported that William J. Scott, attorney for the Estate of Harry Powers stated that the gross estate is valued at $771,235.14. Liabilities against the estate are not yet accounted for and the estate is currently in the process of liquidation. Seven individuals, the University of Maryland, and FCPAA are the named beneficiaries. The estate still has to go through probate.

The budget line item of $1,000 for awards, i.e., the Circle of Excellence is for 1994 award purchases. The membership item in the budget is for GALA membership for which FCPAA has to pay an annual per head fee.

Dorr noted that the receivables are the best they have been for some time and offered congratulations to those who are responsible.

Motion to accept the financial statement: Brayton. Second: Boykin. The motion was unanimously approved.

Streit discussed the Board Retreat scheduled in August. Michael Milano will administer the Meyers-Briggs test. On Saturday and Sunday, Jim Peck will help the Board with the development of a Mission Statement. The Board will focus on medium range goals, i.e. three-five years in the future.

Streit said that the retreat worked well last year when it was held at New York Avenue Presbyterian Church.

The Board explored the weekend of the 6th and 7th of August as a possible Retreat date. Madigan and Wolfe cannot attend on the 6th and 7th. Ziskind could not attend August 20-22. The least problem with attendance was the weekend of August 20-22. Therefore, August 20-22 is tentatively set for the Board Retreat.

The meeting place on Friday, the 20th has not yet been decided. The Saturday and Sunday sessions will be at the New York Avenue Presbyterian Church.

Milano will review the results of the Meyers-Briggs test on Friday from 7:00 to 10:00 P.M. All Board directors agreed to retake the test which will be mailed as soon as possible. The Board was asked to complete and return the test immediately.

The retreat hours on Saturday, the 21st, are 9:00 A.M. to 5:00 P.M. with an hour lunch break. Peck asks that we not take notes and that we furnish a can of tennis balls. On Sunday, the 22nd, the Board meets with Peck from 1:00 to 3:00 and with Milano from 3:00 to 5:00 P.M.

Will we offer Milano and Peck an honorarium? No. They are donating their time and services. Peck's customary hourly rate for his services is $150.

Streit announced the following committee assignments:

Membership - Boykin, Public Relations - Rosendall, Publications - Smith, Fund Raising - Fiorito, Music Repertory Advisory - Buhrman, Community Relations - Ziskind, Site Search - Payich, Advertising -

(to be decided), Marketing - Larry Cohen, Ad Hoc for the L.A. Trip (unfilled at the moment).

Jim Williams will present the estimates of the cost for the computer hardware at the next board meeting.

Streit announced that the contracts for the season have been prepared. They are standard, except for the differences in duties in connection with the tentative contract for the business manager.

Streit welcomed comments on the contracts outside the board meeting. He indicated that nothing is set in stone so he is open to input. The contracts will be finalized by the next Board meeting.

Streit distributed a GALA handout that describes the responsibilities of a board of directors. He asked the Board to familiarize itself with what is expected of each director and what FCPAA is responsible for.

Streit stated that being on the Board of Directors is a financial as well as a time obligation. Fiorito and Streit will work on fund-raising goals to be presented in August. Streit wants to see everyone involved in some aspect of fund raising.

Streit asked if anyone who was attending the GALA Leadership Conference in Minneapolis had received anything in the mail from GALA. No one had. Streit requested that we review what we receive and that we coordinate on the sessions we attend because each person only has the opportunity to attend four sessions.

At this point the Board went into executive session.

The Board decided to remove the contractual provision that requires staff members to pay dues. These provisions will be in the contracts of all paid staff members. The board also unanimously elected David Eberhardt to fill the seat vacated by Winter's resignation.
The meeting was reopened.

Streit welcomed Eberhardt to the Board.

MEMBERSHIP REPORT (Attached)

Boykin announced a new vision on membership. He expects more activity (the Membership committee will meet on a regular basis) and more sectional parties. There will be a sunshine fund. He distributed copies of a membership survey to delve into the pluses and minuses of Chorus membership. By personally handing out the survey to the Board, Boykin saved the Chorus $2 in postage. The survey has already been mailed to the membership. Because the Board believes it is important to share the survey results with

membership, it was agreed that a summary of the results would be prepared for distribution.

It was suggested that the Membership committee coordinate on providing to the producer a list of the people who are expected to break down the set after a concert. Some discussion of how to resolve the problem followed. Brayton suggested that Membership emphasize the service element involved in Chorus participation.

Boykin announced that he had received five phone calls and thirteen cards from prospective Chorus applicants. These contacts arose from Gay Pride Day. Boykin said he would talk to Winter about other prospective contacts that may have arisen from earlier contact solicitations. Boykin anticipates a healthy Chorus membership for the upcoming season.

Ziskind asked if the Chorus has an optimum size.

Buhrman felt that optimum size was not a problem until there were more than 150 members.

The Chorus will advertise auditions in three ads, two in the Blade and one in the Lively Arts section of the Post. $1,200 is budgeted for those ads. See department 19 in the budget. A suggestion that the Board forego the ads in the Blade was rejected.

Boykin announced that 3/4s of the support staff will not be returning. Only one committed person has agreed to return, Michael Cunningham.

Payich suggested that we focus on support staff retention. Boykin emphasized that, as a matter of policy, support staff is part of the Membership committee and support staff is invited to everything. Friendliness is a key factor in the retention of support staff. This must be impressed on Chorus members.

Eberhardt suggested contacting Jack Frost re a one-time mailing of Hot Notes. Boykin indicated that Frost could not commit as much time as he had in the past to the support staff.

Carl Schwarz is also not returning. We will need two knowledgeable people in the financial area. Streit suggested that this could be handled in Membership committee.

REPERTORY ADVISORY COMMITTEE REPORT (Attached)

Buhrman stated that he will make a report every month.

The music for the December Holiday concert has already been selected and ordered. The packet of music for the Holiday concert will be

distributed at the first rehearsal. Buhrman distributed a list of the Holiday concert selections.

Here, Buhrman commented on the tremendous loss of music that the Chorus continues to face.

The music for the Holiday concert is traditional but fun and the concert site is National City Christian Church.

The Spring concert is entitled Our Show of Shows and will be at Lisner. Buhrman distributed a copy of the script. Auditions for the Spring concert will be held in November. Everyone who auditions will get a part, although not necessarily a large one.

The concept of the concert is designed to give new meaning to the variety show. There will be parading privates, a syncopated clock, a "Guys and Dolls" number, and Mouseketeers. There will be two Disney songs, preferably two complete songs, not a medley.

The rehearsal schedule will work because Spring concert rehearsals will be scheduled for early on Sundays.

The June concert and the 1995 season have been planned. Buhrman also distributed the list of selections to be performed on the CD, but cautioned that the list is not yet final.

Buhrman noted that the numbers currently on the CD list, "Walk Him Up" and "Chances Are" could be replaced by "Song for St. Cecilia."

The cost of the mezzo-soprano is reflected in the Holiday concert budget and is expected to be inexpensive. We will look for a local talent.

The Board discussed whether we should record music that has been recorded by another Chorus. The "Ave Maria" had been recorded by another Chorus. Boykin suggested deleting the "Ave Maria" and substituting the "Song for St. Cecilia." Buhrman said he will take comments back to the committee. Brayton favors retaining the "Ave Maria" as an opportunity to showcase the Chamber Choir.

The CD committee report was not available.

There was a discussion of the amount of music; 56 minutes is a lot of music on a CD.

Brayton expressed thanks to the music staff.

REPORT ON THE CHORUS RETREAT

Pending the liquor license, a site for the Chorus Retreat has been selected. To get there you take I 270 to US 15, just past

Frederick. It is a lovely camp with heated dormitories. The one draw back is the small rehearsal space. The cost of the facility for three days is $880. The cost per person will be $50. Additional costs will include catering and piano rental in Frederick. The camp accommodates 120 people. The application will be mailed on July 22nd.

The Membership Committee and The Repertory Advisory Committee will coordinate the planning of a fun weekend. It was noted that thirteen people will share a bathroom and fifteen people will share two showers. Chorus members and Capital Club members will be responsible for bringing their own cleaning supplies (yes, we have to clean the place), toilet paper, bed sheets, and towels. The mattresses are rubbery but thick. In any event, they are said to be much better than those at Camp Glyndon and there are no bunk beds. All buildings are close together.

Calendar

The following is a review of the 1993-1994 calendar prepared by Payich:

A tentative date of August 22 was discussed for the next Board business meeting.

Payich announced a meeting of the Repertory Advisory Committee at Buhrman's home on August 12th.
The Capital Club Annual Meeting will be at Ron Sabacek's home on Saturday, September 11. Payich requested Sabacek's address.

Board meetings are generally scheduled on the third Wednesday of the month, but the September meeting will be on the fourth Wednesday.

The Chorus Retreat will be from October 29 to 31. Payich will be informed when the retreat site is confirmed.

There is no Repertory Advisory Committee meeting in December.

Streit announced that the Chorus has accepted an invitation to perform at the Cedar Lane Unitarian Church on January 28, 1994. The performance is part of Cedar Lane's concert series. Performance time to be announced later, but probably will be 8:00 P.M. The program will consist of CD selections. Acceptance of the invitation was approved by the Board.

Payich requested that he be notified of the date Capital Club decides to hold its fundraising auction. The Board expressed the hope that the Capital Club auction date will not conflict with the CD recording dates.

Chorus Subsidy for L.A. Trip

McClelland discussed the financial responsibility of the L.A. trip in July 1994. The granting of a subsidy to the membership depends on the financial condition of the Chorus. Ziskind suggested that we assume that there will be no subsidy and noted that L.A. will house us. Dorr suggested that the question of a subsidy could be discussed at a future meeting to be scheduled.

The Board discussed whether there should be a stop along the way to L.A. Ziskind noted that such a stop increases the cost of the trip and that although there were discussions with San Francisco, nothing worked out. It was also noted that Chicago (Windy City) owes us two concerts. Streit stated that the assumption in the planning was that a second concert would cost more.

The Secretary received the task of preparing the agenda for the Board elections next year.

Boykin noted that the date for next year's Circle of Excellence awards has to be determined. The previous chairman gets to select the next chairman.

Brayton moved to approve the calendar. Second: Smith. The motion was unanimously approved.

Streit announced that at the next meeting he wanted a written report from all the committees stating their goals and dates of meeting to be delivered to Wheeler.

Dorr moved to adjourn. Second: Brayton. The motion carried.

Submitted by: Robert G. Wheeler
FCPAA Secretary
August 5, 1993